

What if I don't pass? Am I allowed to take the examination again?

KRS 132.380 states that, "if, after the giving of the examination...there is only one (1) person qualified to be a candidate in the county, the Department of Revenue shall hold a second examination prior to the filing date in each Supreme Court district where necessary. Applicants from only those counties having not more than one (1) person qualified shall be eligible to take the examination." The tentative date for the second examination is Nov. 29. Notice will be posted by the respective county attorneys two weeks prior to this date.

What is a Property Valuation Administrator's salary?

The PVA's salary is established by statute (KRS 132.590) and varies by county. Like other locally elected county officials, it is based on population and increases with tenure. The list of all county PVA salaries may be found on the Web site of the PVA Administrative Support Branch:

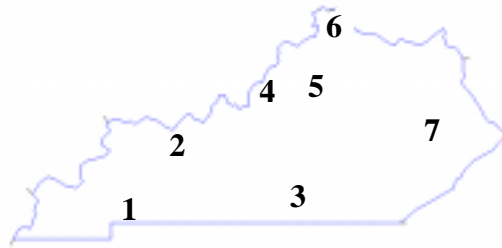
<http://finance.ky.gov/ourcabinet/caboff/OOC/dlgs/pva.htm>

How may I obtain more information?

Contact the Department of Revenue, Office of Property Valuation, at (502) 564-8350 or visit the Web site:

<http://revenue.ky.gov>

2005 Examination Sites



1. Lake Barkley State Park
Convention Center
Cadiz, Kentucky
2. Executive Inn Rivermont
One Executive Blvd.
Owensboro, Kentucky
3. Lake Cumberland State Park
Activity Center
Jamestown, Kentucky
4. Executive West Hotel
830 Phillips Lane
Louisville, Kentucky
5. Kentucky Department of Revenue
200 Fair Oaks Lane
Frankfort, Kentucky
6. Drawbridge Inn
2272 Royal Drive
Ft. Mitchell, Kentucky
7. Jenny Wiley State Park
Convention Center
Prestonsburg, Kentucky

The exam will begin at 10:00 a.m. local time.

Answers to Commonly Asked Questions Regarding the Qualifying Examination for the Office of Property Valuation Administrator



Prepared by:
Finance and Administration Cabinet
Department of Revenue
Office of Property Valuation



Why is the PVA Exam given?

Kentucky Revised Statute (KRS) 132.380 states that “before any person’s name shall appear before the voters on election day as a candidate for the office of property valuation administrator . . . he shall hold a certificate issued by the Department of Revenue, showing that he has been examined by it and that he is qualified for the office.”

When and where can I take the examination?

The examination will be given on **Nov. 1, 2005** at **10:00 a.m.** (local time), at one location in each of Kentucky’s seven Supreme Court Districts. These seven examination sites are listed on the back of this brochure. This will be the only opportunity to take the examination for counties in which at least one person passes this examination.

Are there any other requirements for the position of Property Valuation Administrator?

Candidates must be 24 years old by the time they take office and must have resided in the state of Kentucky for two years and in the county in which they wish to hold office for one year prior to taking office.

How do I prepare for the examination?

No “study guide” exists for the PVA qualifying examination. However, the following information should be of use to potential candidates in their preparation for this examination.

The PVA qualifying examination is an instrument designed to “test fairly the ability and fitness of the applicant to serve as property

valuation administrator” (KRS 132.380). It is therefore based on studies of the office of PVA, which have determined the skills necessary to perform the diverse requirements of the job, including but not limited to: real and personal property appraisal; real estate identification and description; office automation; personnel management; budgeting; agriculture; statistics; and government administration. These skills are examined through three means: vocabulary; reading comprehension; and problem solving (mathematical) skills. The material may be taken from mainstream assessment administration and appraisal literature, in addition to being based on simulations of situations encountered by Kentucky PVAs.

Candidates will **not** be expected to know procedural rules of the office of PVA, such as statutes, regulations, deadlines or policies. Technical jargon will be explained for the purpose of solving mathematical problems. This examination is designed at the level of a college entrance examination, so that a graduate of a Kentucky high school should possess the basic tools to pass it. The best preparation is a good night’s sleep and breakfast prior to the examination, because there are no breaks given during the three and one half hour testing period.

Am I allowed to use a calculator?

Calculators will be provided. In order to give all candidates an equal advantage, only those calculators supplied by the department are allowed to be used during the PVA Exam.

Do I have to preregister for the examination?

No. Registration is conducted at the examination site. The doors to the examination room will open

approximately 30 minutes before the exam begins to allow enough time to complete registration.

Is there a fee to take the examination?

No. There is no charge for taking the examination

Do I need to bring anything to the examination?

You will need your driver’s license or other proof of identification with your photo. All testing materials (pencils, etc.) will be provided at the examination site.

How long do I have to complete the examination?

Candidates are allowed three and one half hours to complete the examination.

When do I find out if I passed the examination?

A list of persons passing the PVA exam will be posted on the Department of Revenue Web site within three days of the exam. This Web site may be found at <http://revenue.ky.gov>. Each person taking the test will be personally notified of the results of the examination via mail within two weeks. A certificate of qualification will be issued to each passing candidate. This certificate must be shown to the county clerk by each candidate when filing for office. The Department of Revenue will notify the county clerks of all persons holding certificates in their counties. All certificates expire within one year of the date of issuance.